HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance)

SUBSIDIZED HOUSING FORM INSTRUCTIONS

1. This form is for an Applicant who receives a housing subsidy

2. The Subsidized Housing form is completed by the CAA staff and the Property Manager, Subsidized Housing Agent or Local Housing Authority (“Agent”) and the certifier.

3. **Intake worker will complete the following:**
   
   a. CAA’s (Agency) name, address, phone number, fax number, and email
   
   b. Primary Applicant’s name, address, city, state, and zip code
   
   c. Date of Application
   
   d. Application ID#
   
   e. Form Return Deadline – date
   
   f. Applicant’s name, address, city, state, zip code, and telephone number
   
   g. Housing Agent

4. **Primary Applicant will:**
   
   Sign and Date the Release of Information section.

5. **Property Manager, Subsidized Housing Agent or Local Housing Authority (“Agent”) will complete the following and return the completed form to the CAA:**
   
   a. Agent’s name, address, city, state, zip code, Agency’s name and Agent’s telephone number
   
   b. Housing Subsidy Information (A – D)
   
   c. Agent signs, prints their title and dates the form

6. **Certifier will:**
   
   a. If the Applicant is Subsidized Housing with Heat Not Included enter the utility allowance information in HEAP Cloud.

   b. Sign and date the form.